








# Leave Balances With Dollars - Report Instructions



Use this report to display the leave balances with dollar amounts.

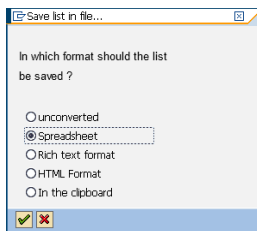
1. From the main screen, type transaction code: **ZTM\_LEAVEBALANCEDOLS**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Reporting Period* – Choose a period from the list, for example Current Payroll Period.
4. There are a couple of ways to search using this report:
  - Click  to select an **Organizational Unit**. AND/OR
  - Enter selection criteria, for example Personnel Number.

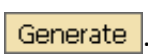

NOTE: Click the **Multiple Selection** button  to enter more than one PerNr.

5. Click the **Execute** button  or press **F8** to execute.
6. The report displays.
7. Click the **Print** button .  
OR

Export to Excel

- From the menu bar choose:  
**List → Export → Local File**



- Choose **Spreadsheet**.
  - Choose the file location and type the file name.
  - Click .
8. Click the **Back** button .

Program Edit Goto System Help

TM Leave Balance With Dollars

OrgStructure

Payroll Period

Period: Current Payroll Period

Payroll Area: SM 12/01/2011 - 12/15/2011

Period: 24 2011

Selection Criteria

Personnel Number: [Search Icon]

Employment Status: [Search Icon]

Personnel area: [Search Icon]

Personnel subarea: [Search Icon]

LEAVE BALANCES with DOL REPORT

Program: ZTM005\_LEAVE\_BALANCE\_WITH\_DOL Client: 400

System: ECP Date: 12/29/2011 Time: 18:21:03

Report End Date: 12/15/2011

Org. Unit	Org. Name	Pers.No.	Name	Status	Quota text	ANNL Begin	ANNL Accru	ANNL Used	ANNL Enc
10105892	Classification and Compensation Branch	[Redacted]	[Redacted]	Active	Annual Leave	549.43	0.00	0.00	549.43